

**MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BW*
DATE: September 23, 2014
SUBJECT: Information Technology Support Services – Randstad Technologies

ACTION REQUESTED

1. Approve Change Order No. 1 to Blanket Purchase Order No. BP021123 with Randstad Technologies of Sacramento, CA for information technology support services to increase the blanket purchase order amount by \$150,000 resulting in a new maximum amount of \$400,000, funded by the Administrative Services FY2014-15 budget with no new net County cost, and authorize the Purchasing Manager to sign the resulting change order.
2. Approve the option to renew the blanket purchase order for one additional one-year period from January 1, 2015 through December 31, 2015 provided that the renewal amount does not exceed 10 percent of the recommended BPO amount of \$400,000, funded by the Administrative Services proposed FY2105-16 budget; and authorize the Purchasing Manager to sign the resulting Blanket Purchase Order.

BACKGROUND

On January 7, 2014, your Board approved the award of a blanket purchase order (BPO) with Randstad Technologies for information technology support services to be used by the Administrative Services, Information Technology Division (IT). The Department has identified a need for the services to augment its workforce during peak workload periods and during the completion of information technology projects that otherwise could not be completed due to vacancies, retirements, and extended leave of absences. On March 1, 2014, BP021123 was awarded to Randstad Technologies in the amount of \$250,000 to provide professional/technical resources to support special projects and/or provide technical expertise for the implementation of several information technology initiatives. These initiatives include the completion of the Help Desk Application Consolidation Project, the Help Desk Call Center Project, additional project management support, additional database administration support, the deployment of new workstations, and to assist with daily calls for assistance to the help desk.

The initial BPO award amount was based on staffing levels at the time of execution of contract and preliminary project workload projections. However, the impacts of several unanticipated retirements and projects have resulted in the accelerated depletion of available BPO funds. Based on these impacts, IT is estimating that an additional \$150,000 is required for information technology support services for the completion of these projects through the BPO contract period of December 31, 2014.

The increase amount of \$150,000 exceeds the Purchasing Manager's authority and PPM 2.1(g) requires Board approval for a contract change in an amount greater than ten percent. Therefore, your Board's approval is required to process a change order to increase the BPO.

FISCAL IMPACT

Upon you Board's approval, BP021123 will be increased by \$150,000 to a new maximum amount of \$400,000. The Administrative Services Department has advised that sufficient funding is available in the FY2014-15 budget and will be proposed in the FY2015-16 budget to support the requested BPO with a net County cost of \$400,000. Funds are not encumbered until services are rendered against the BPO.

cc: Kathy Buchanan, Deputy Director of Information Technology
Rick Branicki, Information Technology Manager
Michael Spak, Information Technology Manager

